

COVID 19 Special Leave with pay arrangements

Document Reference and Version Number	Version 1 – June 2020
Purpose	This policy sets out for staff the process to avail of special leave with pay should they fall ill during the Covid 19 Crises
Commencement Date	June 2020
Date of Next Review	August 2020 (or before)
Who needs to know about this document	All Staff
Revision History	Version 1
Policy Author	HR Manager
Policy Owner	HR Manager
Approved	Subject to Department Circulars/Protocols

Context

Special Leave with pay should only apply when an employee is advised to self-isolate and is displaying symptoms of COVID-19 or had a positive test. Medical or HSE advice should be followed by all employees in order to avail of this leave.

Special leave with pay is being used in place of sick leave for the specific treatment of COVID 19. For all other illnesses the following Circular Letters continue to apply:

- Circular Letter 0062/2015 Revised Sick Leave Arrangements for all Staff of Institute of Technologies.
- Circular 11/2012: Public Service Pension Reform: Revised Ill-health and death in service arrangements for part-time public servants
- Single Scheme Guidance Note 01/2017 Enhancement of Benefits in cases of Retirement on Medical Grounds under the Single Public Service Pension Scheme

Special Leave applies when an employee

- Is advised to self-isolate and is displaying symptoms of COVID 19
- Has tested positive for COVID 19
- Has been advised by the HSE or by their doctor to self-isolate

Availing of Special Leave with Pay

- Appropriate medical/HSE confirmation of the need to self-isolate and/or a diagnosis of COVID 19
- Staff can make a self-declaration. This can be done by filling out the online declaration form provided on the IADT website or requested by email from Gina.murray@iadt.ie in the HR office
- If a staff member makes a self-declaration they must follow this up with an appropriate medical/HSE confirmation not later than 2 weeks following the self-isolation period.
- Where no medical/HSE confirmation is furnished to the HR office than leave taken for the purpose of self-isolation will be recorded as Ordinary Sick leave in the normal way.
- Documentation will be held on your personnel file for audit purposes
- Any Special leave with pay taken will be recorded on Corehr in the normal way.

DEASP Illness Benefit

All Permanent and ProRata staff can avail of special leave with pay for COVID 19 and are therefore excluded from availing of the special DEASP COVID 19 Illness Benefit. Any instances where staff are found to be in receipt of both payments will be subject to disciplinary action.

Staff on fixed term contracts can avail of special leave with pay for COVID 19 for the duration of their fixed term contract. Where their contract expires during a period of special leave then they may be entitled to avail of the special DEASP COVID 19 Illness Benefit for the remaining period.

HPAL and other hourly paid staff may be entitled to avail of the special DEASP COVID 19 Illness Benefit for periods where they are not being paid outside their scheduled working arrangements however payments will be on application to the DEASP directly. The HR department will provide supporting documentation where necessary. Please contact gina.murray@iadt.ie if any information from IADT is required.

Illnesses other than COVID 19

Any non-COVID 19 illness will be recorded as Ordinary Sick leave and all the general rules applying to sick leave continue to apply.

Bank Holidays

There is no entitlement to leave in lieu for bank holiday days while on Special leave with pay

Return to work

Following a period of self-isolation or a diagnosis of Covid 19 staff must complete the following and return to Gina Murray (gina.murray@iadt.ie) in the HR Department:

- Online Self-declaration form and notify
- Medical Cert stating the date of fitness to return to work
- All other return to work protocols both for onsite and remote working will continue to apply

Where staff have not got the medical cert from the doctor. This will have to be completed retrospectively in order to avail of this leave. In the absence of the appropriate medical/HSE documentation the leave taken will be recorded as ordinary illness under the terms of Circular 0062/2015.